

ASSOCIATE PERSONNEL ANALYST (RPA 600-xx)

DUTIES: Under the direction of the Staff Services Manager I, this position is responsible for the analysis and proper allocation of positions for assigned organizations. Provides consultation services to management in dealing with performance related issues and works closely with the Board's legal staff and the various control agencies in determining the appropriate course of action in regard to performance related issues. Researches and prepares comprehensive analyses of complex and sensitive personnel issues. Assists in the development of policies and procedures related to the personnel management program. Prepares or revises class specifications and allocation standards. Acts as Return to Work Coordinator for Workers Compensation cases. Provides training to organizational Administrative Officers on personnel rules and procedures.

NECESSARY QUALIFICATIONS: Excellent oral and written communication skills and the ability to work cooperatively with others, good organizational skills, and the ability to perform efficiently and effectively under deadlines and pressure.

DESIRED QUALIFICATIONS: Experience in Classification and Pay and Personnel Transactions.

WHO MAY APPLY: Applications will be accepted from individuals who hold a current Associate Personnel Analyst appointment, or who possess list, transfer or reinstatement eligibility. Reemployment and SROA/Surplus provisions will be followed.

Permanent, full time. Final filing date: Until filled. Submit state application to Pam Boysen, 1001 I Street, 18th Floor, Sacramento, CA 95814. For additional information, contact Ms. Boysen at (916) 341-5117 or send an email to Pboysen@waterboards.ca.gov.